

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FBIS Employee Handbook

FROM: R. W. Manners
Director, Foreign Broadcast
Information Service

EXTENSION

NO.

FBIS-0288-88

DATE

15 December 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. R. E. Hineman
Deputy Director for
Science and Technology

2. Room 6E60
Headquarters

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CONFIDENTIAL

FBIS-0288-88
15 December 1988

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: R. W. Manners
Director, Foreign Broadcast Information Service

25X1 SUBJECT: FBIS Employee Handbook []

25X1 REFERENCE: Your Memo, dtd 1 Dec 88, Same Subject (DDS&T-1092-88) []

25X1 1. Following contact with [] about his analysis of our draft employee handbook, we remain confident that our published handbook will meet your goal of completely, clearly, and candidly explaining our career service system. As suggested, we plan to highlight and expand the portions on the performance feedback process and our promotion and awards policies and procedures. We expect to complete our work on the handbook in the coming month and will ask Printing and Photography Group to print it as quickly as it can. []

25X1 2. Meanwhile, as you may have noticed, in September we began publishing in the monthly FBIS Newsletter extensive material based on the handbook and information on the career service system. []

25X1 []
R. W. Manners

25X1 []
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Distribution:

Orig - Addressee

1 - DDS&T Registry

1 - D/FBIS Chrono

1 - RWManners Corres

1 - SPO

1 - C/E&PS

1 - SA/CD

7 1 - FBIS Registry

25X1

DS&T/D/FBIS/RWManners:sfg (15 Dec 88)